

Stellic Reporting

*Updated 6/8/26

Advisors can save the results of student search criteria into a saved report. The search criteria is based on the many [Student Search filters](#) available. Once the desired search filters have been selected, click on the "save as report" button to create your custom report or update an existing report. Full reporting documentation can be found via [Stellic For Advisors- Reporting](#) training pages.

Example: Undergraduate students that are currently enrolled in the BS in Political Science program.

The screenshot shows the Stellic Reporting interface. On the left, there is a 'Keywords' search box with the placeholder text 'Q Student name, username...' and a link 'search by usernames'. To the right of the search box is a 'Filters' dropdown menu. Below the search box, there are several filter buttons: 'Demographics X', 'Programs X', 'Performance', 'Advisors', 'Remaining', 'Planned', 'Taken', 'Unmatched', 'Status', 'Notes', 'Requests', 'Interests', and 'Enrollment'. At the bottom of the filter section, there are two active filters: 'BS in Political Science X' and 'Enrollment Levels: Undergraduate X'. To the right of these filters are buttons for 'reset all filters' and 'save as report'.

- Select New Report or Update existing report.

The screenshot shows a 'Save as report' dialog box. It has a close button (X) in the top left corner. The title is 'Save as report'. There are two main options: 'New report' with a plus sign icon and the description 'Create a new manual or automated report', and 'Update existing report' with a refresh icon and the description 'Add to or overwrite an existing report'. At the bottom of the dialog is a 'Continue' button.

- Provide a title for your report. Reports can be accessed from your [Home](#) and within the Students tab.

<

Save as new report

Title

ex: GPA < 2.5

Type

Automated

Students are automatically added or removed to the report based on filter criteria

Track and notify you when students are added or removed from the report

Manual

Students in report need to be added manually

Save Report

- Select which type of report to create. Stellic supports both Automated and Manual types of Saved reports.
- An **Automated** report is dynamic meaning students will be added or dropped from the report as data updates in Stellic and or Myblue. For example, advisor changes or courses a student adds or drops.
- A **Manual** report is static. Meaning that it creates a snapshot of students frozen in time that you want to refer to in the future. It is also possible to modify a Manual type of Saved Report by editing it to add students to the existing Saved Report.
- Click Save Report and this will save the search parameters to create a one-click search. The next time you need to perform that search, you can click on your Saved Report instead of repeating the filtering process.
- After creating a report, you'll see it in the main Student tab under 'Saved Reports'. Reports can also be "Pinned" or saved to your dashboard in the advisor Home. You can always rename, edit, or delete the saved search by clicking into the Saved Report.

Saved Reports from Students tab:

2 Saved Reports ▾

All students

Non Declared Political Science Students ...

6 students

🔔 Tracked

▲ 2 ▼ 1

BS Political Science Students ...

85 students

▲ 85

+ Add New Manual Report

Saved Reports Pinned in Home:

^ Reports [View All](#)

BS Political Science Students ⋮


100 students

🔔 Tracked ▲ 21 ▼ 4

Non Declared Political Science Students ⋮

6 students

🔔 Tracked ▲ 2 ▼ 3



Add reports

Add up to 8 from [Students](#)

Automated Reports:

- With Automated Report, you can create it as a Tracked Report by selecting Track and notify. When a student is added or dropped off the report you will receive a notification about the change. Notifications are summarized in the Stellic Inbox and emailed to you. Advisors can update notification settings within the user settings in the upper right-hand corner.
- Add a note to the student. If you wish to add a note to each student in your report, that can be done by selecting that option. A note can be customized or choose from an existing template.
- Send students an In-app message. If you would like to send all the students on your list a message via the in-app messaging tool, select this option. This can be useful when reminding students of upcoming appointments or announcements.

×

Edit Report

Type

Automated
Students are automatically added or removed to the report based on filter criteria

Track and notify you when students are added or removed from the report

Add a note to the student [Select template](#) ⓘ

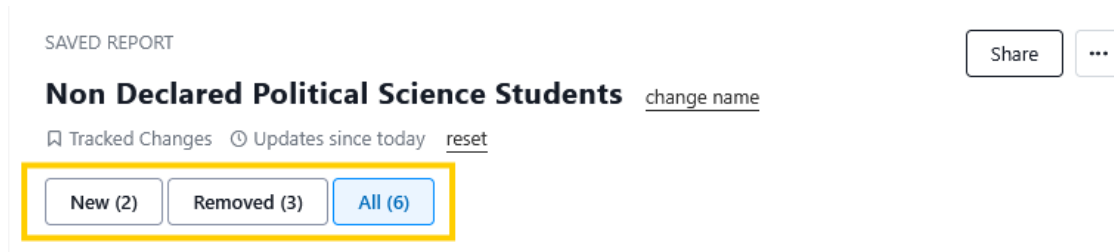
Send students [In-app message](#) ▼

Manual
Students in report need to be added manually

[Save Report](#)

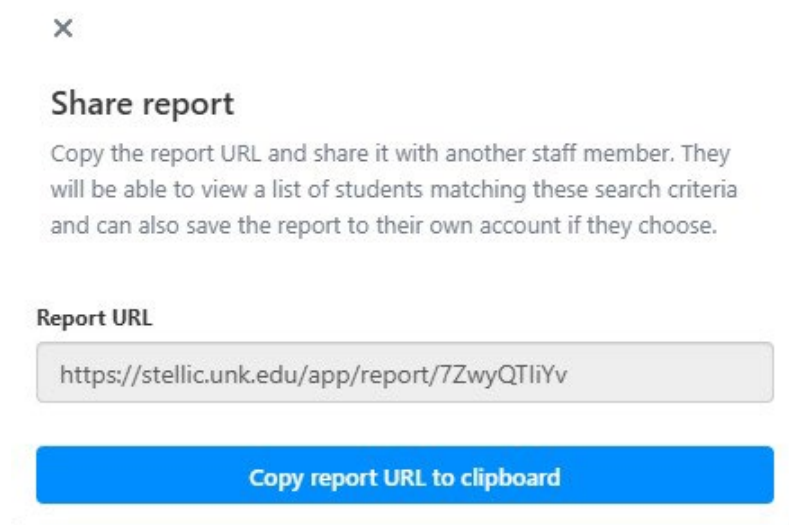
Viewing Tracked Changes

- To view students that have been added or removed from an Automated tracked report, click on the New or Removed buttons. Once you have viewed the changes to the report, you can refresh the tracked report by clicking on the Reset link.
- This action cannot be undone and the report will then track new and removed students starting from the time you clicked “reset.”



Sharing Reports & Editing Reports

- Reports can be shared with other faculty and staff advisors that have Stellic access. To do this click on the Share button in the Report heading, and a Report URL will be created. This URL can be used by any Stellic user with administrative privileges.



- To edit report settings, click on the three dots next to the share button, this will allow you to change report types.

Manual Reports

- When creating a Manual Report, the steps are the same as an automatic report, except students are added and removed manually. There is no notification when changes are made.

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Save as new report

Title

ex: GPA < 2.5

Type

Automated

Students are automatically added or removed to the report based on filter criteria

Manual

Students in report need to be added manually

Save Report

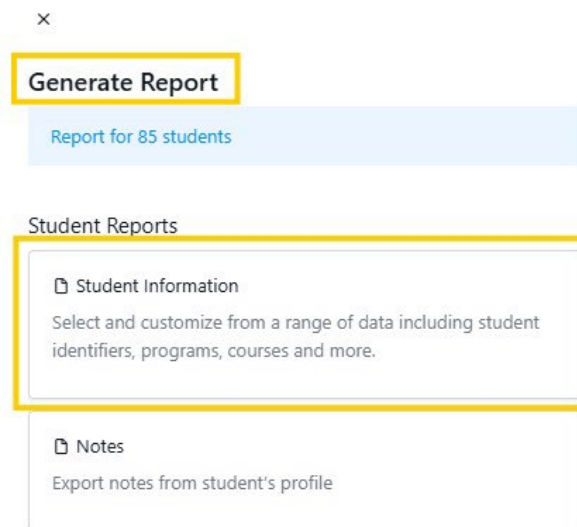
Generating a Report

- Report data can be exported into a spreadsheet. When a student search is completed click on the check box to select all the students to include in the report and click on the Actions button to select what action to take next.

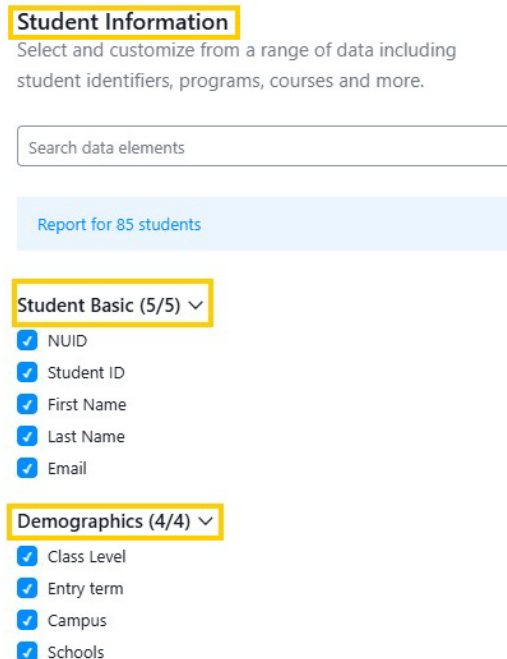
The screenshot shows a user interface for managing a report. At the top left, there is a blue checkmark icon followed by the text "85 / 85 students". To the right, there is a yellow-bordered "Actions" button, a dropdown menu currently set to "Enrollment", and a small icon with the number "88". Below this, a larger "Actions" button is highlighted with a yellow border, and a dropdown menu is open. The menu items are: "Print Audit Report", "Generate Report For 85 Students" (highlighted with a yellow border), "Send Message To 85 Students", "Leave Note For 85 Students", "Leave Note Using Template For 85 Students", and "Create Or Update Manual Report With 85 Students".

Student Reports

- When generating a report, select the Student Information button, here you will have many options of what specific student information to include in the report.



- Student Basic and Demographic information provides the necessary information needed. Additional data elements such as Support Staff (advisors), Programs, Graduation information, Performance (GPA) Plan, Progress, Stellar Usage, Tags, and Notes can be included in a generated report.



- Once all the additional student information options have been selected, scroll to the bottom of the list and click on the Download CSV button. The spreadsheet will then be downloaded to your device.

Export Notes

- Advisors can export any notes that have been made on a student profile into a spreadsheet. Select the students from the report to be included, click the Actions button, Generate report, Notes. Then make any further specific selections of student information to include. Finish by clicking on the Download CSV button.

Progress Report Types

Advisors can generate four types of Progress Reports:

- **Remaining Requirements** Export a list of remaining requirements for students including program, requirement and sub-requirement names.
- **Unmatched Course Details** Export a list of a student's unmatched courses, including details on grades and number of repeat attempts.
- **Taken Credits Towards Process** Export a list of student's total number of credits taken and credits counting toward their progress
- **Registered Credits by Term** Export a list of student's registered credits broken down by term and program.
- Each progress report type, after being selected, a window will appear with optional additional specific student information that you can choose to include in the report.

Example of optional additional student data for the Remaining Requirements Report

Remaining

- Remaining requirements with metadata ⓘ
 - Official ⓘ
 - Planned ⓘ
- Number of remaining credits
 - Total remaining credits
 - Remaining credits by program
- Number of remaining requirements
 - Official ⓘ
 - Planned ⓘ

- **Tip:** Advisors can pull the report for either official or planned audits.

Report Actions

There are several additional actions that can be made when generating a report:

- Print Audit Report
- Generate Report
- Send Message
- Leave Note
- Leave Note Using Template
- Create/Update Manual Report

Print Audit Report Export student audit information into a PDF. Select all the students from a saved report that you would like to include in the audit report.

Audit Report Printing Options:

- Audit Format, standard or compact audit view
- Print Option, aggregate file which includes all selected audits into one PDF or One File Per Student
- Audit Version, Official or Planned
- Options include grades, exception details, show hidden courses, specific program level

AUDIT REPORT PRINTING OPTIONS

REPORT FOR 45 STUDENTS

FORMAT

Standard

PRINT OPTION

Aggregate file One file per student

VERSION

Official

Planned

Official version only includes taken/registered courses and enrolled programs. Does not include planned courses and undeclared programs.

OPTIONS

- Include Grades
 Include Exception Details
 Show Hidden Courses
 Specific Program Level

This report includes all programs and unmatched courses

Create audit report

Send Message to ... Students Send bulk messages to the students included in a report by selecting this action item. This can be beneficial when making announcements for advising or program level communications.




Send a message to 45 students

Bulk send an in-app and email message

saved report: "Brachle's Advisees"

advised by Benjamin Brachle

Message

B *I* U   

Type here...

0 out of 10000 characters

Send message



Leave Note for ... Students Advisors can leave a note on student profiles in bulk by selecting this option. The [Note format](#) and process is the same as it would be on an individual student.

Leave Note for 45 Students

This note will be posted for 45 selected students. Do not include student names or personal information in this note.

Type

Note

B *I* U   

Make a Note

0 out of 10000 characters

[+ Link Courses](#)

[+ Add Tags](#)

[+ Add Attachments](#)

Visibility


This note will be visible only to you, and all staff with access. [Edit](#)

Save

Leave Note Using Template Leave a [note](#) on student profiles in bulk by selecting this option. This option allows the use of created templates. Advisors and or departments can create templates best suited for their specific needs by clicking on the Create New Template link.

Choose Template
Select a template below or [Create New Template](#)

Personal (0) ⓘ Shared (0) ⓘ Official (4) ⓘ

Q Search Template 

> **Academic Alert: Danger of Failing**
Student will likely have difficulty passing class due to performance.

[Concern](#) [High](#) [Other](#) [Danger of Failing](#)

> **Academic Alert: Attendance**
Student has excessive absences

[Concern](#) [High](#) [Other](#) [Attendance](#)

> **Academic Alert: Missing Assignments**
Student has not submitted assignments

[Concern](#) [High](#) [Other](#) [Missing Assignments](#)

> **Senior Check Complete**
General note template used for senior checks.

[General](#) [Senior Check Complete](#)